

Instructions for FBI Fingerprint Criminal Background Check

To apply for an FBI Criminal History Check, you must register online and then submit fingerprints at an approved fingerprinting site.

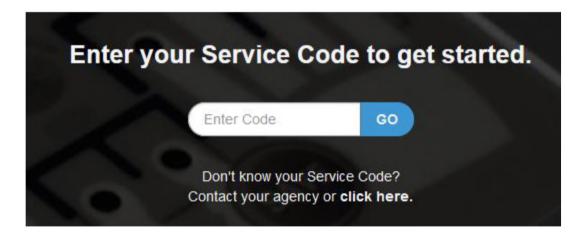
Clearance results will be sent via U.S. mail to the address you use during the online registration process. This should occur within 3 weeks. When you receive the results, you must bring them to the Office of Human Resources so that we can make a copy. **Duquesne University does not receive fingerprint results – they are sent directly to you.**

Applicants must complete the following steps:

- 1. Register online for fingerprinting.
- 2. Go to an approved fingerprinting site for print collection.
- 3. Pay for fingerprinting and obtain a receipt.
- 4. Submit receipt to HR for reimbursement.
- 5. Receive fingerprint results in mail and provide to HR.

Detailed Instructions Are Below.

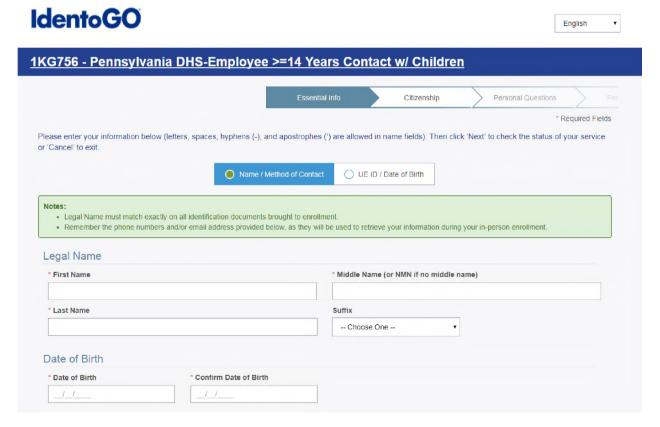
- 1. Go to https://uenroll.identogo.com/
- 2. For Service Code, Enter '1KG756' click 'Go'.

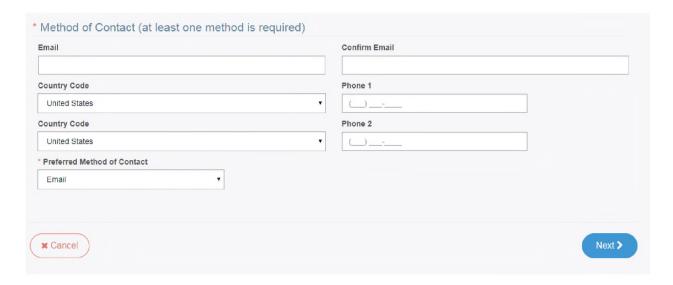


3. Click 'Schedule or Manage Appointment'

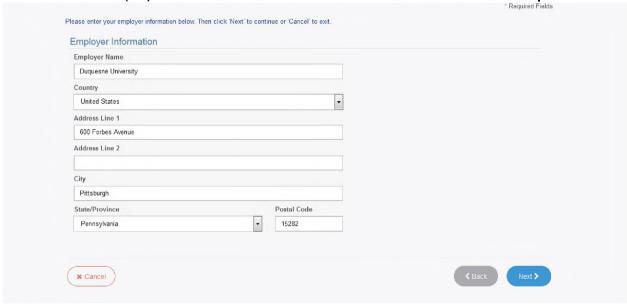


4. Provide your legal name, date of birth, and method of contact. You must enter 'NMN' if you do not have a middle name. Click "Next" when complete.



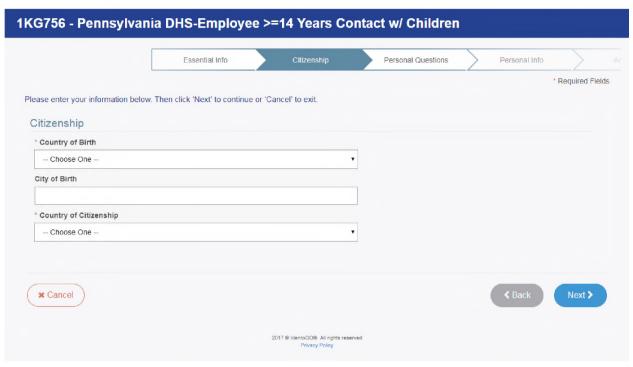


5. Provide employer information as shown below and **click "Next" when complete**.



6. Provide citizenship information and click "Next" when complete.

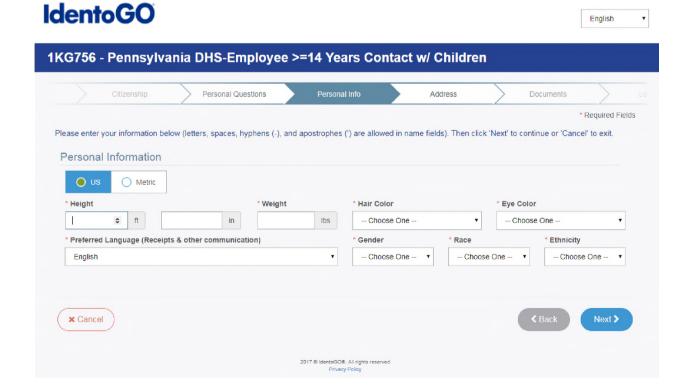




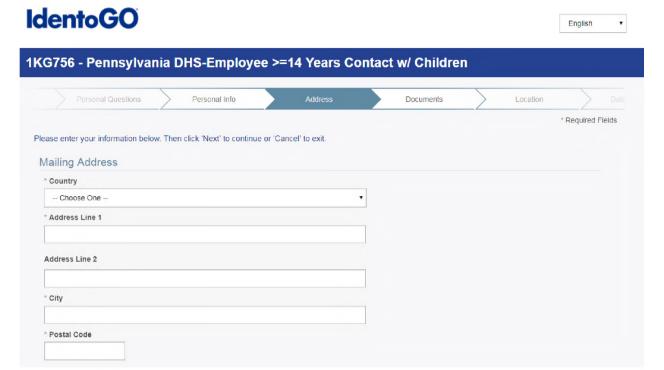
7. Provide answers to the questions listed. Duquesne **cannot** provide coupon codes at this time.



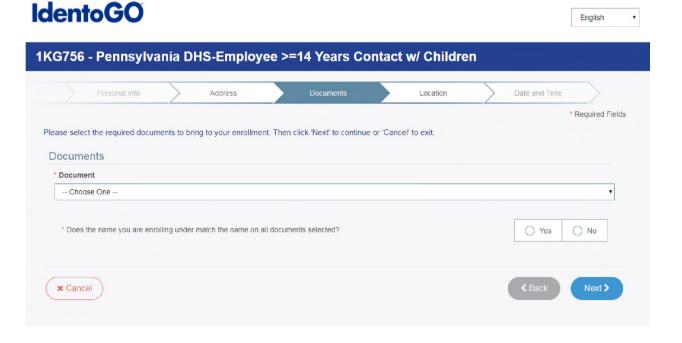
8. Provide the requested information.



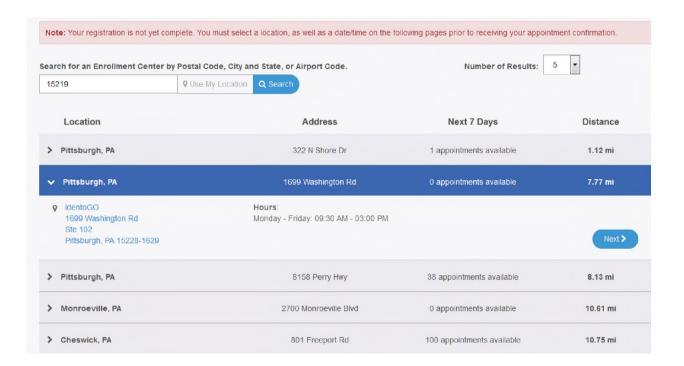
9. For Mailing Address, make sure you enter the mailing address where you would like your results to be sent. If your home or permanent address is different from your mailing address, you can provide this information in the additional field.



10. Confirm which photo ID document you will bring with you to the fingerprint appointment. You must bring this document with you when you go to have your fingerprint collection.

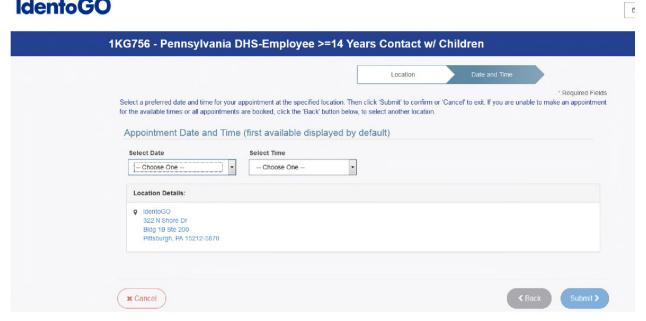


11. Choose the fingerprint site where you will have your fingerprints taken. You can identify the sites closest to Duquesne by searching for '15219'.

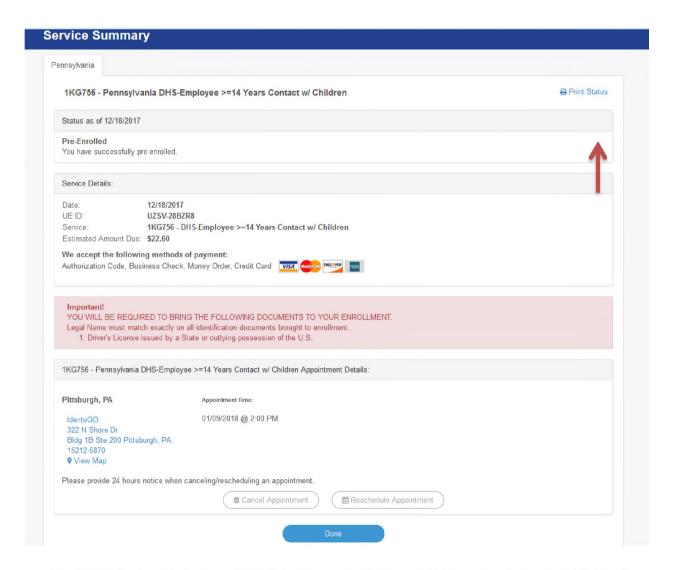


12. Select a date and time for a specific appointment; click submit when done.

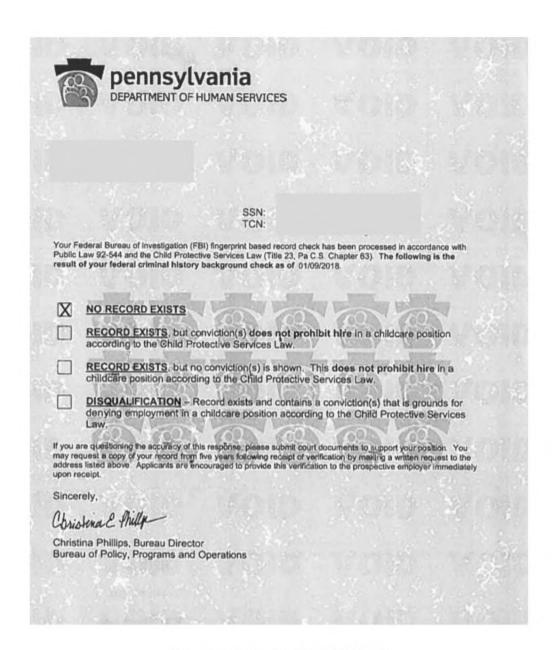




13. The next page is the confirmation screen. This page will confirm your unique registration ID, the estimated amount due and the methods of payment accepted at the location of your choice. Please bring this information with you to your fingerprint appointment.



- 14. Go to the location you selected for your appointment. When complete, you will be given a receipt. This ORIGINAL RECEIPT must be provided to the Human Resources office for our records and so that we can provide reimbursement to you.
- 15. You will receive the background check result in the mail. It will appear similar to the image below. When you receive the result, you must bring the original document to Human Resources so that we can make a copy for your records.



Questions? Contact 412-396-2255